



ANNEXURE 3 – COURSEWORK MALPRACTICE INFORMATION TO CANDIDATES

1. Examination Malpractice

Malpractice is any action that occurs which may threaten the integrity of our examinations and certificates. This means a deliberate wrong-doing contrary to official examination rules designed to place a candidate at unfair advantage or disadvantage.

- Malpractice can happen before, during or after coursework assessments.
- Candidates can commit malpractice through other candidates, teachers, parents, or any member of the community.
- Candidates must be aware of malpractice to avoid disqualification from the syllabus.

2. Coursework

Coursework provides you with an opportunity to do independent research into a topic that interests you. You will probably look for information in published sources, images, and via multimedia, including the internet. Using information from all these sources is a good way to show your knowledge and understanding. Take care how you use this information – do not copy it and claim it as your own work.

3. Coursework Malpractice

The following are examples of candidate coursework malpractice.

3.1 False Declaration

- Making a false declaration of authenticity in relation to coursework. For example:
 - Accepting completed or amended work of another candidate from your teacher as your own work.
 - Ready-made Artefacts-Submitting ready-made or purchased artifacts as your own.
 - either giving or receiving assistance in the production of coursework,
 - Impersonation- pretending to be someone else, stealing another person's work.

3.2 Collusion

- Accepting help and input from another person or work collaboratively when this is not allowed; for example, working with a classmate on an assignment and then submitting it as entirely your own work. Do not allow others to have access to your work. You will be held responsible if it is copied.
- Teachers allowing candidates unsupervised access to coursework exemplar materials, whether is the work of former candidates or materials provided by BEC.
- Teachers not keeping candidates' computer files secure such that candidates can have access to other candidates work.



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3.3 Plagiarism

- not giving sources and/or submitting another person's work as if it is their own.
- This includes the work of other students, books, images and web pages. If the teacher discovers plagiarism in your work at the point of submission to BEC, the work will not be submitted.

3.4 Fabrication

- involves making up or inventing data or findings that are not based on actual research.
- Do not make up or invent data or findings.
- **Deliberate** destruction of another candidate's work.
- **failing** to follow the instructions or advice of a supervisor in relation to BEC regulations which apply to coursework assessments.

As a candidate, you should report any suspected malpractice by other candidates, your teachers, or any member of the public directly to BEC at the following e-mail address bgcseoffice@bec.co.bw or at the telephone numbers: 3650759 / 3650768 / 3650729 / 3650700